



Lifelong Learning Platform - European Civil Society for Education is looking for a **Policy & Project Officer**

The [Lifelong Learning Platform](#) (LLL) is an umbrella organisation that gathers over 40 European organisations and networks active in the field of education, training and youth, based all over Europe and beyond. LLLP aims to voice citizens' concerns about education and lifelong learning. The Platform promotes a holistic vision of lifelong learning. If you are interested to embrace such an aim, you are welcome to express your interest in this new opening.

The Lifelong Learning Platform is looking for a highly motivated dynamic team player, able to work within a multicultural environment and willing to be flexible but also able to stick to tight deadlines. The candidate should have a strong interest in education and lifelong learning. The position requires both technical and analytical skills, an eye for detail and motivation to look for solutions in a membership-based organisation.

Job description and tasks

- Plan and coordinate project activities in the respective policy areas from conception through to implementation; this includes coordinating multiple respective partnerships.
- Monitor EU policies in the field of education, skills and related areas for the concerned projects liaising with the Advocacy Coordinator and Director;
- Liaise with member organisations and keep up to date with their policy concerns / activities / projects;
- Monitoring project budget and tracking expenditure/transactions as well as reporting;
- Build members' project development capacity;

Qualifications

- Minimum 2 years of relevant experience;
- A degree or relevant experience in at least one, preferably several of the following areas: Project Management, European Studies, Political Sciences, Educational Sciences, Lifelong Learning or related fields;
- An excellent command of the English language (spoken and written);
- Excellent writing and editing skills.

Transversal competences

- Strong organisational skills and flexibility;
- Excellent interpersonal skills within a multicultural environment;

- At ease in public speaking and representation;
- Being action-oriented, self-motivated, responsible, creative and willing to take initiative;
- Proven ability to network and work appropriately with internal and external stakeholders;
- An eye for detail and ability to work to deadlines (even under pressure);
- Problem-solving and strategic thinking.

Highly valued

- Knowledge of European and international institutions and stakeholders active in the field of education;
- Experience in project management with European funds, including appropriate processes and tools;
- Experience of working or volunteering in/or with civil society, membership-based organisations or the non-profit sector in general;
- Ability to translate complex political/policy issues into appropriate messages and understandable language;
- Interest in lifelong learning and education policies.

Contract terms and conditions

- **Position:** Policy and Project Officer
- **Reports to:** Director
- **Capacity:** Full-time (38hrs/week)
- **Location:** Rue de l'Industrie 10, 1000 Brussels, Belgium
- **Duration:** 1 year with a possibility of renewal to permanent
- **Gross salary:** Depending on experience (13.8 months/year)
- LLLP also provides meal vouchers & monthly local public transport as well as 5 extra-legal holidays in addition to 20 regular holidays/year.

Application process

- Please submit your application by email to vacancy@lllplatform.eu with the email subject **LLLP Application for Policy and Project Officer**.
- The application should contain:
 - **CV** - We encourage interested candidates to attach their portfolio to the application or hyperlink their CV if applicable.
 - **Cover Letter** - For the cover letter please strictly respond to the following questions
1. What you would bring to the organisation; 2. Give a few examples of your main achievements; 3. How you understand working for a membership-based organisation; 4. What you can bring to us and what we can bring to you.

Recruitment Procedure and Information for applicants

<u>Closing Date</u>	<u>Test for shortlisted candidates</u>	<u>Interview dates</u>	<u>Aimed start date</u>
21 August midnight CET	21-23 August	24-28 August	September 2020

NB: This timetable is subject to change due to pending organisational developments taking place by mid-August.

Read carefully : Important information for all candidates

LLLP does not sponsor work permits. The candidates should be eligible to work in Belgium.

Only shortlisted candidates will be contacted. We thank all candidates in advance for applying.

We are accepting applications on a rolling basis.

Your application will be kept in the strictest confidence within 6 months unless requested otherwise.

A selection committee composed of Director and Steering Committee members will assess your application.